

## **CLIN 0004**

### **Administrative Support Services**

The Office of Naval Research requires professional administrative support its various S&T, BIZOPS and Organization missions and objectives. These include:

- 1) Types and tracks correspondence, reports, and tabular data from drafts provided by professional personnel and edits for spelling, punctuation and grammar. Ensures formats are in compliance with the Department of the Navy/ONR procedures.
- 2) Uses a variety of software programs including word processing, database, graphics, spreadsheet, and project management applications, as well as other custom applications to perform agency-specific administrative tasks.
- 3) Greets visitors, communicates messages, and answer telephones, using judgment for routing calls. Takes and forwards accurate and complete messages. Assists staff with follow-up phone calls on outstanding documents/actions.
- 4) Administers, prepares and facilitates travel arrangements, schedules, billing and record keeping. Supports planning/execution/liquidation of Government sponsored travel. Researches travel and meeting schedules, lodging, and other travel-related items. Prepares travel documentation, as required, and maintains database related to obligations and liquidations of travel expenses.
- 5) Duplicates, collates and assembles material in proper order. Provides and maintains copy duplicates and as required.
- 6) Prepare entries and input, track and monitor data for inclusion in various information systems. Executes database inputs for both commercial and agency-specific systems as required.
- 7) Coordinates and monitors meetings, appointments, schedules, and facilities as requested. Provides direct support for presentations, conferences, events, and other meetings as requested.
- 8) Maintains hard copy and electronic filing and record keeping systems to facilitate retrieval and historical record maintenance as required by the client or other pertinent entities. Maintains logs in various databases and prints standards reports.
- 9) Uses professional judgment to refer matters/questions requiring action to appropriate office, department, point of contact or agency.
- 10) Maintains and administers office operating supplies

11) Understands and follows administrative protocols followed by clerical and secretarial staff within the work group.

12) Delivers/picks-up correspondence and reports within the agency and from other local offices (Example: If working at ONR in Arlington, VA, requirement could include making a delivery to Crystal City, the Pentagon or other Washington, D.C. metro area locations as required).